PRICE CITY LIBRARY
GOALS AND OBJECTIVES
2003-2006

Community profile: Price City, the county seat of Carbon County is located in the heart of Castle Country. Price is geographically isolated due to the beautiful mountain range north of our location, the desert to the south and the great distance to major cities. Over the past three or four years, the community has been experiencing a drought however living in a desert we have come to expect this condition

During the last five years, the population has continued to decline though we still enjoy a diversity of people and religions. This diversity comes from the draw of the mining industries in the early 1900s. People from many areas and backgrounds came to Carbon County to mine coal. Our current mayor and council are active in trying to invigorate the economy by increasing industry. Our current communication capabilities are high speed DSL, fiber, wireless networks, microwave and copper. Major businesses include: trade, utilities, transportation, government, education, health and social services. Industries include mining, gas extraction, construction, manufacturing, power plant operation and railroad.

In regards to education, the county has two (2) high schools, three (3) junior highs, four (4) elementary schools; one (1) special needs school and a two (2) year community college (College of Eastern Utah). We are experiencing a drop in enrollment of approximately 100 students per year due to our economic condition. The school district predicts that this trend is leveling out and should remain stable.

Carbon County offers a variety of recreational, cultural and educational opportunities. Because of our location, we have access to many outdoor activities such as biking, hiking, river rafting, hunting, fishing, picnicking and golfing to name a few. We enjoy an active community theater in addition to the local high school and community college theatrical production. Our local talent has the opportunity to perform in the Chamber of Commerce's Culture Connection productions that take place monthly. We host two (2) fine museums; the College of Eastern Utah's Prehistoric Museum and the Helper City's Railroad Museum. The art community is also very active. They host an art festival yearly and we have local dance and musical groups who perform regularly. There are also many organizations, civic groups and religious associations that always welcome new members.

Population overview: Race: Caucasian: 91.1 %   Hispanic: 5.2 %   Other: 3.7%
   Age: Over 65: 13.3%   Under 18:   28.8%
   High school graduates: 81.1%
   College graduates: 12.3%
   Labor force: Female: 52.7%   Male: 70.7%
   Self employed: 5.1%
   Unemployment rate: 7.8%
   Median family income: $40,900
   Persons per/household: 2.68

Community needs: Community needs that are specifically library related have been tabulated by a local survey conducted in 2001 (see attached results) by Emery Tel Com. In addition to these findings, we included the findings from the 21st Century Challenge study conducted by the Utah State Library Division. This study was conducted to determine current structural needs for libraries in the state of Utah.

   Below is a summary of the needs that should be addressed:
   - New building with extended parking (the current location prohibits expansion).
   - Additional and upgraded technology
   - New and/or addition parent/child programming
   - Promotional campaigns (increased PR of library services and new activities).

Mission Statement: The Price City Library is committed to serve the public and to aid in the enrichment of their informational, educational and recreational reading needs through technology, quality print and non-print materials and by fully utilizing city, county and state resources.

Roles of the Price City Library
- a) Popular Library
- b) Children's Door to Learning
- c) Technology Access Source
- d) Basic Literacy

GOALS AND OBJECTIVES:

Collection Development

Goal: To offer our patrons the best, diverse and balanced collection to meet their needs and stay within the confines of our budget.

Objective: Maintain a balanced and attractive collection.

Tasks/Activities:

2004	2005	2006
▪ Purchase materials for all age levels in different formats that meet their needs and interests. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Weed the "easy" collection. ▪ Mend materials that can be repaired from the "easy" collection.	▪ Purchase materials for all age levels in different formats that meet their needs and interest. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Weed the "junior fiction" collection. ▪ Pull books as they are returned that need mending.	▪ Purchase materials for all age levels in different formats that meet their needs and interest. This will be determined by checking the reference question list for items requested but we were unable to fill, patron requests and staff experience in material literature selection. ▪ Weed the "adult fiction" collection. ▪ Pull books as they are returned that need mending.

Tasks assignments:

2005	2004	2006
- The head and assistant librarian will scan book review literature, refer to the reference list and take patron input into consideration then compile an order. The same procedure will be followed when meeting with book salesmen. They will keep in mind the need to purchase materials for young readers to help foster a love of reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. - The head and assistant librarian will weed the "junior fiction" collection and save discards for the book sale. - Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost of mending. In the event that the staff cannot determine this, a senior staff member will be consulted. Mend materials as needed.	- The head and assistant librarian will scan book review literature, refer to the reference list and take patron input into consideration to compile a book order. The same procedure will be followed when meeting with book salesmen. The staff will keep in mind the need to purchase materials for young readers to help foster a love for reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. - The head and assistant librarian will weed the "easy" (fiction and non fiction) collection and save discards for the book sale. - Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost of materials. In the event that the staff cannot determine this, a senior staff member will be consulted. Mending of the collection will rotate starting with the easy section.	- The head and assistant librarians will scan book review literature, refer to the reference list and take patron input into consideration then compile an order. The same procedure will be followed when meeting with book salesmen. They will keep in mind the need to purchase materials for young readers to help foster a love for reading. An attempt will be made to provide materials with high interest low vocabulary to assist the literacy project students. - The head and assistant librarians will weed the "adult fiction" collection and save discards for the book sale. - Library staff trained to mend materials will engage in this activity. Staff will evaluate the materials to determine if it can be repaired or if the materials warrant the cost. In the event that the staff cannot determine this, a senior staff member will be consulted. Mend materials as needed.
Deadline: July 1, 2005	**Deadline: July 1,2004**	**Deadline: July 1, 2006**

Objective: To improve accuracy of the collection.

Tasks/Activities:

2004	2005	2006
- Correct incomplete MARC records - Enter missing materials into the system - Continue small claims activities on delinquent materials	- Correct incomplete MARC records - Enter missing materials into the system - Continue small claims activities on delinquent materials	- Correct incomplete MARC records - Enter missing materials into the system - Continue small claims activities on delinquent materials

Task assignment:

2005	2004	2006
▪ The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. ▪ The staff member assigned to small claims will be in charge of overdues. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. ▪ Staff members will be responsible for notifying the assigned staff person of any delinquent items returned.	▪ The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. ▪ The staff member assigned to small claims will be in charge of overdues. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. ▪ Staff members will be responsible for notifying the assigned staff person of any delinquent items returned.	▪ The staff member assigned to this task will continue to enter missing records into the system and correct incomplete records. Staff personnel noticing the incomplete records will notify assigned staff of the item. ▪ The staff member assigned to small claims will be in charge of overdues. This person will notify city hall of all delinquent materials so small claims can be pursued. Accurate records will be kept of the procedure. ▪ Staff members will be responsible for notifying the assigned staff person of any delinquent items returned.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Policy and procedure revision

Goal: Develop or rewrite policy and procedures that reflects library practices to aid the staff in decision making and for training purposes.

Objective: Review and update the following policies and procedures:

2004	2005	2006
▪ Interlibrary loan ▪ Circulation ▪ Overdues/Court ▪ Lost books ▪ Issuing cards ▪ Fee schedules ▪ Other patron issues	▪ Book selection ▪ Book purchase ▪ Processing ▪ Weeding	▪ Closing/opening ▪ Cash register ▪ Remaining policies & procedures

Tasks/Activities:

2004	2005	2006
- Staff will be assigned to review work specific policies and will present suggestions at staff meetings for further input. Policy draft will be prepared. - Draft will be presented to Board for review and input. Rewrite if required. - Present to city attorney for review. - Submit to Board for approval. - Present to Price City Council for approval.	- Staff will be assigned to review work specific policies and will present suggestions at staff meetings for further input. Policy draft will be prepared. - Draft will be presented to Board for review and input. Rewrite if required. - Present to city attorney for review. - Submit to Board for approval. - Present to Price City Council for approval.	- Staff will be assigned to review work specific policies and will present suggestions at staff meetings for further input. Policy draft will be prepared. - Draft will be presented to Board for review and input. Rewrite if required. - Present to city attorney for review. - Submit to Board for approval. - Present to Price City Council for approval.

Task assignment to be made by head librarian	Task assignment to be made by head librarian	Task assignment to be made by head librarian
Deadline: July 1, 2004	**Deadline: July 1, 2005**	**Deadline: July 1, 2006**

Services:

Goal: Offer services, which meet the needs of our community.

Objective: Offer home access to the on-line catalog and Pioneer database. We will also offer instruction on how to use the Pioneer database.

Tasks/Activities:

2004	2005	2006
- Explore training options for the Pioneer database offered by the State Library Division. - Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. - Offer assistance to patrons and requested.	- Explore training options for the Pioneer database offered by the State Library Division. - Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. - Offer assistance to patrons and requested.	- Explore training options for the Pioneer database offered by the State Library Division. - Make sure the on-line catalog can be accessed and report any problems to the I. S. Department. - Offer assistance to patrons and requested.

Task assignment:

2005	2004	2006
- The head librarian will training opportunity and make assignment for attendance. - The staff will report computer problems to the I. S. Department as they occur. - The staff will assist patrons with using the library databases.	- The head librarian will training opportunity and make assignment for attendance. - The staff will report computer problems to the I. S. Department as they occur. - The staff will assist patrons with using the library databases.	- The head librarian will training opportunity and make assignment for attendance. - The staff will report computer problems to the I. S. Department as they occur. - The staff will assist patrons with using the library databases.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Objective: To offer word process access and other Microsoft application to patrons.

Tasks/Activities:

2004	2005	2006
▪ Check regularly to make sure the programs are running correctly. ▪ Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons.	▪ Check regularly to make sure the programs are running correctly. ▪ Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons.	▪ Check regularly to make sure the programs are running correctly. ▪ Have staff work with the different applications to become familiar with the program and comfortable with assisting the patrons.

Task assignments:

2004	2005	2006
▪ Report any program access problems to the I. S. Department. ▪ Encourage staff to become familiar with all programs.	▪ Report any program access problems to the I. S. Department. ▪ Encourage staff to become familiar with all programs	▪ Report any program access problems to the I. S. Department. ▪ Encourage staff to become familiar with all programs.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Objective: To offer inter-library loan service free of charge to patrons thus extending our collection and meeting specialized needs of the patron.

Tasks/Activities:

2004	2005	2006
▪ Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. ▪ Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. ▪ Submit all requests in a timely manner. ▪ Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc.	▪ Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. ▪ Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. ▪ Submit all requests in a timely manner. ▪ Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc.	▪ Make sure the staff is familiar with the inter-library loan procedure and how to complete the needed forms. ▪ Make sure the staff is familiar with the procedure used when loaning to the local community college (College of Eastern Utah) and how to complete the needed forms. ▪ Submit all requests in a timely manner. ▪ Promptly contact patrons in regards to the loan status—when to pick up, if unavailable, etc.

Task assignment:

2004	2005	2006
▪ Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this	▪ Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this	▪ Concerns about inter-library procedure will be discussed at regular staff meeting. Concerns that need immediate attention will be brought to the attention of the full-time staff person assigned this

task.	task.	task.
▪ The assigned person will be responsible for maintaining records and report materials	▪ The assigned person will be responsible for maintaining records and report materials	▪ The assigned person will be responsible for maintaining records and report materials
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Objective: To continue to offer tax forms sent by the IRS and State of Utah, free to all patrons and to offer assistance in locating tax from via the web.

Tasks/Activities:

2004	2005	2006
▪ Order tax forms when notification arrives. ▪ Display tax forms in assigned area and maintain quantity if possible. ▪ Bookmark tax websites. ▪ Encourage staff to familiarize themselves with the websites and how to use them. ▪ Inform the staff that they cannot offer tax advice to patrons.	▪ Order tax forms when notification arrives. ▪ Display tax forms in assigned area and maintain quantity if possible. ▪ Bookmark tax websites. ▪ Encourage staff to familiarize themselves with the websites and how to use them. ▪ Inform the staff that they cannot offer tax advice to patrons.	▪ Order tax forms when notification arrives. ▪ Display tax forms in assigned area and maintain quantity if possible. ▪ Bookmark tax websites. ▪ Encourage staff to familiarize themselves with the websites and how to use them. ▪ Inform the staff that they cannot offer tax advice to patrons.

Task assignment:

2004	2005	2006
▪ The head library will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task.	▪ The head library will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task.	▪ The head library will order tax form from the IRS and the State of Utah and instruct the staff about not offering advice to patrons. The head librarian will also encourage staff to become familiar with the different websites and the easy access through the Pioneer page. ▪ A staff member will be assigned to this task.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Facility improvements

Goal: Increase patron and staff space allowing us to improve and expand services.

Objective: Apply for funding through the city for an elevator allowing access to both floors.

Tasks/activities:

2004	2005	2006
▪ During the next budget process, the library will request the cost of an architect to develop plans for the elevator.	▪ Hire an architect ▪ Look for funding for the elevator	▪ Purchase the elevator and have it installed ▪ Move the children's collection downstairs

Task assignment:

2004	2005	2006
▪ The head librarian will request the amount needed during the budget process and notify assigned councilperson of the request being submitted	▪ The head librarian will contact the city engineer for recommendations of people to help in the hiring process. The head librarian makes sure the elevator a project on the city's CIP list.	▪ The head librarian will contact the engineering department for help in preparing for the bid process, choosing a vendor and installation of the devise. The staff and community groups will help in moving the collection.
Deadline: July 1, 2004	**Deadline: July 1, 2005**	**Deadline: July 1, 2006**

Programming

Goal: The Price City Library will provide the resources and assistance needed to cultivate a lifelong interest in reading and learning for all ages.

Objective: Price City Library will strive to offer quality programs of interest to the community and support an interest in reading.

A. PAWS Program:

Tasks/Activities:

2004	2005	2006
▪ Increase attendance for the PAWS story time ▪ Evaluate the PAWS program—funding ends in October, 2003—discuss new ideas and suggestions obtained from program coordinator, participants and library staff. ▪ Final report due on PAWS program—due October 31, 2003 ▪ Increase attendance for bi-weekly story time ▪ Set up meetings to discuss changes in the regular story time including ideas about crafts, activities and increased participation from parents and the community.		

Task assignment:

2004	2005	2006
▪ The staff will inform new residents about our story times when they apply for a library card. ▪ Changes or suggested changes will be discussed at staff meetings where it will be explored. ▪ The program coordinator and head librarian will conduct evaluation of the PAWS program and the same members will compile the final report. Deadline: October 31, 2003 ▪ The head librarian will discuss with the program director to determine the feasibility of continuing the program once the funding runs out. If it is not longer possible other options will be explored. (The head librarian will contact the PAWS group to look of another volunteer.)		
Deadline: On-going through 2006	**Deadline: On-going through 2006**	**Deadline: On-going through 2006**

B. Summer Reading Programs
Tasks/Activities:

2004	2005	2006
▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2004	▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2005	▪ Maintain the standards of past programs ▪ Develop a reading program targeted at children ages 6-12 ▪ Using the state's summer reading theme plan a program for children 1-5 years of age. ▪ Plan activities for each program and make arrangements with other departments that might be involved (i.e. Parks Dept.). ▪ Distribute materials to the elementary schools ▪ Have registration and handouts ready by the first day of the program ▪ Contact the radio stations to have the program announced on the community calendar and the local newspaper for an ad. ▪ Poll participants about success and areas for improvements. Deadline: September 1, 2005 ▪ Explore community involvement and participation in the program (i.e. school, church or volunteer groups). ▪ Discuss findings of developing a teen reading group and/or using teens to implement and

		• develop the summer programs • Evaluate any changes in the programs • Search for external sources to enhance the program (i.e. Humanities and Art Councils, local museums, etc.)

Task assignment:

2004	2005	2006
• The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise.	• The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise.	• The Children's Program Director and the head aide will be responsible for the planning and implementation of the programs. Other staff members will be expected to assist with the program as the needs arise.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

C. Adult Literacy Program

Tasks/Activities:

2004	2005	2006
• Maintain funding for project • Maintain current level of interest • Continue literacy instruction at local Head Start Program • Offer training for potential tutors for ESL and Laubach (Class size should be 8)	• Maintain funding for project • Maintain current level of interest • Continue literacy instruction at local Head Start Program • Offer training for potential tutors for ESL and Laubach (Class size should be 8)	• Maintain funding for project • Maintain current level of interest • Continue literacy instruction at local Head Start Program • Offer training for potential tutors for ESL and Laubach (Class size should be 8) •

Task assignment:

2004	2005	2006
• The head librarian and the board will stress the need for continued funding to City Council. • The head librarian will submit annual budgets reflecting funds needed to maintain the project. • The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. • Staff will be expected to assist when the needs arise.	• The head librarian and the board will stress the need for continued funding to City Council. • The head librarian will submit annual budgets reflecting funds needed to maintain the project. • The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. • Staff will be expected to assist when the needs arise.	• The head librarian and the board will stress the need for continued funding to City Council. • The head librarian will submit annual budgets reflecting funds needed to maintain the project. • The Adult Program Director will be responsible for the daily operation of the program and the training of tutors. • Staff will be expected to assist when the needs arise.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

D. Book Group

Tasks/Activities:

2004	2005	2006
- Gather recommended reading for the book group - Order books from the Utah Humanities Council. - Return books promptly - Host book discussion - Support other community book groups we using interlibrary loans requests for addition titles of selected titles	- Gather recommended reading for the book group - Order books from the Utah Humanities Council. - Return books promptly - Host book discussion - Support other community book groups we using interlibrary loans requests for addition titles of selected titles	- Gather recommended reading for the book group - Order books from the Utah Humanities Council. - Return books promptly - Host book discussion - Support other community book groups we using interlibrary loans requests for addition titles of selected titles

Task assignment:

2004	2005	2006
- The head librarian will be responsible for the ordering, receiving and returning of all materials borrowed from the Utah Humanities Council. - The head library will be responsible for securing a location for the library's book group to meet. - Staff will be expected to forward any interlibrary loan requests to the appropriate staff member.	- The head librarian will be responsible for the ordering, receiving and returning of all materials borrowed from the Utah Humanities Council. - The head library will be responsible for securing a location for the library's book group to meet. - Staff will be expected to forward any interlibrary loan requests to the appropriate staff member.	- The head librarian will be responsible for the ordering, receiving and returning of all materials borrowed from the Utah Humanities Council. - The head library will be responsible for securing a location for the library's book group to meet. - Staff will be expected to forward any interlibrary loan requests to the appropriate staff member.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Objective: Develop displays and learning projects to increase interest and attractiveness in the library.

Tasks/Activities:

2004	2005	2006
- Maintain and develop new displays in the library that reflect events, seasons, etc. - Pull materials that relate to the display - Gather pictures, articles, etc for display - Look for new ideas to display (i.e. chick hatching)	- Maintain and develop new displays in the library that reflect events, seasons, etc. - Pull materials that relate to the display - Gather pictures, articles, etc for display - Look for new ideas to display (i.e. chick hatching)	- Maintain and develop new displays in the library that reflect events, seasons, etc. - Pull materials that relate to the display - Gather pictures, articles, etc for display - Look for new ideas to display (i.e. chick hatching)

Task assignment:

2004	2005	2006
▪ Head librarian will assign staff to develop display ▪ Children Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development displays.	▪ Head librarian will assign staff to develop display ▪ Children Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development displays.	▪ Head librarian will assign staff to develop display ▪ Children Program Director will be responsible for bulletin boards and displays in the children's room. ▪ Adult Program Director will be responsible for displays relating to the literacy project. ▪ Staff will be consulted and expected to help with development displays.
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Objective: To heighten the public impression of the library's image.

Tasks/Activities:

2004	2005	2006
▪ Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) ▪ Continue "Sock rabbit" project. (The library and Job Daughters made sock rabbits siblings bringing home a new baby.) ▪ Ask to have articles printed in the newspaper	▪ Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) ▪ Continue "Sock rabbit" project. (The library and Job Daughters made sock rabbits siblings bringing home a new baby.) ▪ Ask to have articles printed in the newspaper	▪ Continue the "Putter Pouch" program. (With the help of Castle View Hospital Ladies Auxiliary, the library assembles a get-well bag for children hospitalized in our area.) ▪ Continue "Sock rabbit" project. (The library and Job Daughters made sock rabbits siblings bringing home a new baby.) ▪ Ask to have articles printed in the newspaper

Task assignment:

2004	2005	2006
▪ Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. ▪ The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. ▪ The library will promptly inform the newspaper of any activity taking place at the library	▪ Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. ▪ The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. ▪ The library will promptly inform the newspaper of any activity taking place at the library	▪ Library staff will assemble "Putter Pouches" and deliver them to the hospital when demand arises. The Ladies Auxiliary will be responsible for distributing the bag and the sock rabbits to the children. ▪ The library will submit our story time schedule for weekly publishing in the FYI section of the local newspaper. ▪ The library will promptly inform the newspaper of any activity taking place at the library
Deadline: On-going	**Deadline: On-going**	**Deadline: On-going**

Technology

Mission Statement for technology: The mission of the Price City Library is to offer up-to-date materials, quick access, accurate information and reliable sources. We will also attempt to stay abreast of new developments in this area. Our plan is devised to meet the goal of ⱯAccess For All@, which allows that all citizens have equitable access to the world of information through the library.

Services, goals and objectives
    a. Maintain the operation of all equipment and commit financially to the replacement of out dated machinery.
    b. Upgrade existing programs and search for new products.
    c. To offer reliable, accurate and established databases for patron searches.
    d. To supply adequate and current materials in a variety of formats to meet the needs of our patrons.
    e. The library will maintain its homepage as a link to our on-site catalog and as a stepping-stone to the world.
    f.   Actively look for and incorporate new technology into the Library.

Staff and patron training The library takes advantage of electronic training offered by the State Library. We attend workshops on a local and regional level. The staff has been trained on WordPerfect, Netscape, Explorer, Microsoft Word and Internet searches in addition to a subscription database (Wilson Magazine Database). All troubleshooting and repairs are preformed by the I.S. Department. Currently our on-line catalog program is from Follett Software. Patron instruction on this program and with Internet searches are done on an individual as needed basis.
Existing technology and services The library currently has 18 computers and 10 printers. Of the 18, 14 are networked and have Internet access through a T1 connection. The remaining four (4) contain a word processing program for patron use. Of the 14-networked machines eight (8) are accessible by the patron with the remaining designated for staff use. All 14 have access to the state-sponsored database Pioneer and the library's on-line catalog. The library also has access to copy and fax machines.

Technology plan by year

2003-2004	2004-2005	2005-2006
1. Replace the two oldest computers and two printers. 2. Purchase necessary upgrades. 3. Evaluate copy machine use. 4. On going staff and patron training 5. Review homepage for lost links and new additions. 6. Apply for e-rate discounts. 7. Implement changes required to comply with Utah and Federal legislation on Internet access 8. Upgrade Bookwhere program (three year subscription). 9. Look into purchase of a scanner and/or digital camera and/or laptop computer	1. Replace the two oldest computers and two printers. 2. Purchase necessary upgrades. 3. Look for training opportunities for the staff. 4. Review homepage for lost links and new additions. 5. Apply for e-rate discounts. 6. Re-evaluate Wilson's on-line database. 7. Review impact on Internet changes. (New web page installed 2001)	1. Replace the two oldest computes and two printers. 2. Purchase necessary upgrades. 3. Look for training opportunities for the staff. 4. Review homepage for lost links and new additions. 5. Apply for e-rate discounts 6. Re-evaluate Wilson's online database. 7. Review impact on Internet changes. 8. Re-evaluate Bookwhere program.

10. Look into the purchase of a filtering program.		

Evaluation

Evaluation of the plan will be determined by our ability to reach our objective on a yearly basis. Statistics of use will be compiled into monthly reportsᴃour homepage is self-calculating. Internet users must sign in before accessing the machines allowing the library to determine the amount of use the machine receives. The I.S. Department keeps a record of repairs, replacements and services performed on each machine. Final evaluation takes place yearly at the Library Board Meeting when the overall effectiveness of the library is evaluated.

Budget			
Estimated Annual Costs	2003-2004	2004-2005	2005-2006
System Maintenance	3,000	3,000	3,000
Workstations & Peripherals	3,500	3,500	3,500
Online Databases	4,200	4,200	4,200
Training	300	300	400
Upgrades	500	500	500
Other equipment	5,000	0	0

During the annual budget process the library, requests funds to cover technology costs. However, with the rise and fall of tax revenue the library cannot be guaranteed the requested amount. The City Council does support technological advances and recognizes the cost involved and supports each city department with as much financial support as available.

The Library recognizes the need to pursue all funding sources in light of the constant changing financial environment therefore with will attempt to continue:

     * Build into the budget funding for maintenance and replacement of hardware.
     * Build into the budget funding for the purchase of software and upgrades.
      * We will continue to apply for available grants.
     * We will continue to apply for e-rate discounts.

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EVALUATION 2003-2004 / POLICY REVIEW

Inputs:	Time from the staff, board, city council and city attorney
Activities and services:	Divide the policies and procedures into three areas. A portion will be assigned yearly. ▪ those that affect the patron ▪ those that affect the collection ▪ all remaining policies Make staff assignments
Outputs:	All assigned policies and procedures should be review, revised and approved by the end of the year. 2003-2004: there are seven (7) assigned polices earmarked for review
Outcomes:	Increased knowledge and awareness of revised policies by the board, staff, and library director. Increased confidence in ability to perform duties, responsibilities and assignments by board, staff and library director
Indicators:	Review process The completion of the document.
Data Sources:	Working with the staff formulating new policies and procedures. In formal interviews with new staff members.
Applied to:	The document and process of developing the document will apply to all staff members.
Data Intervals:	After six (6) months, we will determine how far we are on completing the task and adjust expectation if necessary.
Goals:	Our final goal is to have a working document dealing with policies and procedures. It will also give us a document to build upon.

EVALUATION 2003-2004 / SUMMER READING

Inputs:	Staff time for development, implementation and summation Funds for the purchase of requested or required materials, incentives, activities and party Materials collection for use by the children (books, videos, cassettes, etc.)
Activities and services:	Instruct the staff on what each child will need at registration, all upcoming events and how the program will run Have the program director divide up the assignments among the staff as needed
Outputs:	Number of children registered Attendance at each activity including story time Number of materials circulation on the specific days of the activities and story time Number of children completing the program Increased circulation for 1-5 year old age group and 6-12 year old age group.
Outcomes:	Increased fun and interest by 1-5 year old age group Increased fun, interest, and satisfaction by 6-12 year old age group
Indicators:	Accurate records of circulation and attendance will indicate the success of the program. Input from the parents and children participating will also aid in evaluating it
Data Sources:	Records from the automated circulation system Verbal reports from the staff or volunteer conducting the event
Applied to:	The number of children attending every activity or event Different age groups.
Data Intervals:	Program review at midway mark
Goals:	Maintain the current enrollment for the 1-5 year age group and to increase the 6-12 year age group by 10%.

EVALUATION 2003-2004 / PAWS PROGRAM

Inputs:	Program director's time and use of her animal (dog). The time needed for staff to develop a craft and select books. Funds to purchase additional materials (i.e. dog treats, attendance cards, bookmarks, etc.)
Activities and services:	Children's story times with canine (or other animal) volunteer Craft activities
Outputs:	Number of children (including the number of new children attending) Number of completed attendance cards Number of special bookmarks distributed. Increase in circulation
Outcomes:	Increased interest, satisfaction, joy and pleasure of reading by children attending the PAWS program
Indicators:	Accurate records of circulation and attendance will indicate the success of the program. Input from the parents and children participating will also aid in evaluating it
Data Sources:	Each child has been given a punch card and when the card is filled a special "Sunni" bookmark is issued. A running total will be kept of children attending by counting the returned punch card and by staff as they prepare for craft. The Program Coordinator will conduct a verbal enquiry of which child is new. We will keep track of that information. An increase of circulation on Tuesdays is expected.
Applied to:	Accurate records will be kept on the number of children; the number of new children and the circulation statistics
Data Intervals:	An evaluation will be conducted after six (6) months
Goals:	Our goal is to expose 100 new children to the PAWS story time